GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

Agriculture & Cooperation Department – Office Procedure - Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1) (b) of the Right to Information Act, 2005 - Orders – Issued.

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AGRICULTURE & COOPERATION (OP.I) DEPARTMENT

G.O.RT.No. 82 Dated: 26-02-2021

Read :

Circular Memo No.30742/RTIA/GPM&AR/2013, dt.30.9.2013.

***

O R D E R:

Whereas Section 4(1) (b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation and also as per the instructions issued in reference read above, the Government hereby publish the information in respect of Agriculture & Co-Operation Department, as noted in the Annexures to this order.

3. Copy of this order is available on Internet and can be accessed at address http://www.goir.ap.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

POONAM MALAKONDAIAH
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To:
The P.S. to Special Chief Secretary to Government (Agriculture), Agriculture & Co-Operation Department.
The P.S. to Special Secretary to Government (Marketing & Co-Operation), Agriculture & Co-Operation Department.
All Officers in the Agriculture & Co-Operation Department.
All Sections in the Agriculture & Co-Operation Department.

Copy to:
All the Heads of the Departments under the control of Agriculture & Co-Operation Department.
The Hon'ble Chief Information Commissioner, AP Information Commission, Vijayawada.
All Collectors & District Magistrates in the State.
The General Administration (GPM&AR) Department,
The P.S to Hon'ble Minister, Agriculture & Co-Operation, Marketing & Food Processing.
The General Administration (I&PR.II) Department
Sf/Sc.

// FORWARDED BY ORDER //

SECTION OFFICER

(Annexure to G.O.Rt.No.82 , Agriculture & Cooperation (O.P.I) Department, dt:26.02.2021)

INFORMATION MANUAL

(PUBLISHED IN TERMS OF SECTIONS 4(1)(b) OF RTI. ACT, 2005)

(As on 26.02.2021)

AGRICULTURE & CO-OPERATION DEPARTMENT

GOVERNMENT OF ANDHRA PRADESH

AGRICULTURE & CO-OPERATION DEPARTMENT
INFORMATION HAND BOOK (AS ON 26.02.2021)

Sl.No.	Item
Chapter - 1	Introduction
Chapter - 2	Particulars of Organization, Functions & Duties
Chapter – 3	Powers & Duties of Officers & Employees
Chapter - 4	Procedure followed in decision making process
Chapter - 5	Norms set for the Discharge of Functions
Chapter - 6	Rules, Regulations, instructions, Manual & Records for discharging functions
Chapter – 7	Categories of Documents held by the Public Authority under its Control
Chapter - 8	Arrangement for consultation with or representation by the members of public in relation to formulation of policy or implementation thereof
Chapter – 9	Boards, Councils, Committees & other bodies constituted as part of public authority
Chapter -10	Directory of Officers & Employees
Chapter -11	Monthly remuneration received by Officers & Employees
Chapter -12	Budget allocation & proposed expenditure & Disbursement particulars
Chapter -13	Manner of execution of subsidy programmes
Chapter -14	Information available in electronic form
Chapter -15	Particulars of facilities available to citizens for obtaining information
Chapter -16	OTHER INFORMATION
Chapter -17	Allocation of subjects to the Sections of the Department.

CHAPTER 1

INTRODUCTION

Organization:

The Agriculture & Co-Operation Department is a unit in the Andhra Pradesh Secretariat Organisation in the Andhra Pradesh Government. The Agriculture & Co-Operation Department is headed by one Special Chief Secretary to Government (Agriculture), one Ex-Officio Special Chief Secretary to Government (Natural Farming) and one Special Secretary to Government (Marketing & Co-Operation). The Department overseas/supervises the functions relating to the matters of Agriculture, Agricultural Marketing & Co-Operation in the State of Andhra Pradesh. The organogram of the Department is shown in the Annexure.

Objective:

Agriculture & Co-Operation Department is an integral part of Government of Andhra Pradesh and administers matter pertaining to Agriculture, Agricultural Marketing & Co-Operation etc., within the jurisdiction of State of Andhra Pradesh. The Key of Objective behind publication of this information manual is to enable the public to understand the role played by the Department in the General Administration of Government of Andhra Pradesh. As prescribed under Section 4(1)(b) of the Act, the Agriculture & Co-Operation Department being the Public Authority, hereby publishes the prescribed information relating to constitution, functioning of the Department. The matter contained in this Manual is meant for information of general public. Apart from these, the citizens are entitled under the Act, to obtain information required from the Department. Procedure for obtaining information from the Department prescribed in the following paragraphs.

Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every public authority. In accordance with 4 (1) (b) of the RTI Act, 2005, the Manual Information Handbook is prepared for the use of public.

Intended users of the Information Handbook:

Citizens, Civil Society Organizations, Public Representatives, Officers and Employees of Public Authorities including Public Information Officers and assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

Organization of Information:

If any person is desirous of obtaining any other information, he shall make an information request to the PIO. The applicant is required to comply with the following conditions:

The applicant shall be a citizen of India

- As proof of citizenship, any one of the following Documents may be attached to the information request.
  - Ration Card
  - PAN card

- ❖ Driving license
- ❖ Electricity bill/Telephone Bill / House Tax Bill / Property Tax Bill
- ❖ Passport document

- ➢ The information request shall be made in writing
- ➢ The request can also be addressed in electronic format to PIO at the email address mentioned. The information request can be in one of the following three languages

  - ❖ Telugu
  - ❖ Hindi
  - ❖ English

- ➢ Applicant shall pay the prescribed fee (which will notified shortly)
- ➢ Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. For claiming from payment of fee under BPL category, the applicant shall attach one of the following documents as proof his belonging to BPL category-Ration card. The request for information will be generally processed within the time period mentioned under the Act.

The Rules, Instructions, Documents, Manuals, Acts & Policies of the this Department referred at different instances are available in the office of the Agriculture & Cooperation Department and some of them are also available as a link in the Web site www.aponline.gov.in.

More information can be had from the Officers of concerned wing or the State Public Information Officer/Asst Public Information Officer of the Department at free of cost or by paying the prescribed fee, if any.

CHAPTER 2

Organization, functions and duties:
[Section 4(1)(b)(i)]

Sl. No	Name of the Organization	Address	Functions	Duties
1	Agriculture & Co-Operation Department	4th Building Ground floor A.P. Secretariat Velagapudi-522503.	The business transacted by the Department is as specified in the 1st Schedule under rule 4 and Second Schedule under rule 5 of A.P. Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the constitution of India by the Governor of A.P.	Duties as specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions.

Chapter-3
Powers and Duties of Officers and Employees
(Section 4(1)(b)(ii)

3.1 Please provide details of the powers and duties of Officers and Employees of the authority by designation as follows:-

Sl. No.	Name of the Officer/employee	Designation	Subjects	Duties allotted	Powers
1	2	3		4	5
1.	Dr. (Smt.) Poonam Malakondaiah, I.A.S.	Special Chief Secretary to Government	1. OP-I 2. OP.II 3. Agri.I 4. Agri.II 5. Agri.III 6. Agri.IV 7. Horti. & Seri. 8. Vigilance – I	She/He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. She/He exercises the power of general supervision and control over the staff under her/him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is her/his duty to take efficient steps for the prompt dispatch of business in the department in Agriculture, Co-Operation & Agricultural Marketing Wings.	As envisaged in Business Rules and Secretariat Office Manual.
2.	Sri T.Vijay Kumar, I.A.S.(Retd.)	Ex-Officio Special Chief Secretary to Govt. (Natural Farming.)	Agri.-V		
3.	Sri Y.Madhusudhana Reddy, I.F.S.	Special Secretary to Govt. (Agricultural Marketing & Co-Operation)	1. Co-Opn.I 2. Co-Opn.II 3. Co-Opn.III 4. Marketing – I 5. Marketing – II 6. Vigilance – II		
4.	Smt.D.Sujatha	Deputy Secretary to Government	1. OP-I 2. OP.II 3. Horti. & Seri. 4. Vigilance - I 5. Vigilance - II	The Joint Secretary / Deputy Secretary to Government occupies a position almost identical with that of Principal Secretary / Secretary to Government in regard to subject	

5.	Sri A.Siva Nagi Reddy	Deputy Secretary to Government	1. Agri.I 2. Agri.II 3. Agri.III 4. Agri.IV 5. Agri.V	allotted to him/her and can send cases for orders direct to the Minister or to the Governor. He/She exercises also the functions of an Additional Secretary to Government. The Principal Secretary/Secretary of the Department remains responsible for the subjects allotted to the Additional /Joint/Deputy Secretary working under their control. The latter consults the Principal Secy. / Secy. on cases dealing with important questions of principal or any other cases which he considers to be of special importance before processing cases.	As envisaged in Business Rules and Secretariat Office Manual.
6.	Sri K.V.Satya Sai Baba	Deputy Secretary to Government (FAC)	1. Co-Opn.I 2. Co-Opn.II 3. Co-Opn.III 4. Marketing – I 5. Marketing – II		
7.	Smt. V.N.Indira	Asst. Secretary to Govt.	1. OP-I 2. OP.II 3. Horti. & Seri.	The Assistant Secretary exercise control over the Sections Placed in his/her charge with regard to dispatch of business and in regard to discipline.	
8.	Smt.V.N.Indira	Asst. Secretary to Govt. (FAC)	1. Agri.I 2. Agri.II 3. Agri.III 4. Agri.IV 5. Agri.V 6. Vigilance – I		
9.	Sri K.V.Satya Sai Baba	Asst. Secretary to Govt.	1. Co-Opn.I 2. Co-Opn.II 3. Co-Opn.III 4. Vigilance – II (Co-Opn.)		
10.	Smt. K.Lakshmi Bai	Asst. Secretary to Govt.	1. Marketing – I 2. Marketing – II 3. Vigilance – II (Marketing)		

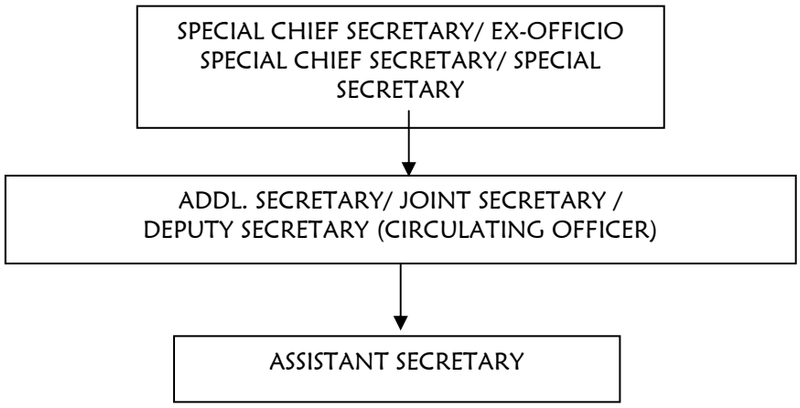
11.		Section Officers		The Section Officer is In-charge of a Section in the Department. Two Assistant Section Officers assist him/her. He/She is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him/her. He/She is directly responsible to the Officers under whom he/she works for the efficient and expeditious dispatch of business in all stages in his/her Section. Training the Assistant Section Officers working under him/her is one of his/her principal functions. He/She himself/herself undertakes to deal with the more difficult or important papers. He/She is not expected to express his/her views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He/She should maintain a discipline in his/her Sections.	
12.		Assistant Section Officers		The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying, dispatching and indexing.	

Chapter 4

Procedure followed in Decision making process

[Section 4(1) (b) (iii)]

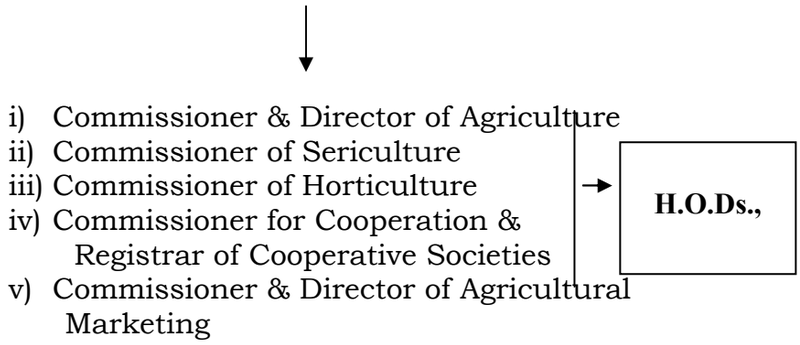
The procedure involved in Decision making is by way of consulting the specialized Departments in that field like Finance, Public Enterprises, Law, General Administration Department etc., circulate the files to the Ministers concerned through Chief Secretary wherever necessary. The business has to be disposed by the Special Chief Secretary/ Ex-Officio Special Chief Secretary/Special Secretary on all the matters based on the delegation of powers for such disposal and following the AP Government Business Rules and Secretariat instructions.


SPECIAL CHIEF SECRETARY/ EX-OFFICIO SPECIAL CHIEF SECRETARY/ SPECIAL SECRETARY
ADDL. SECRETARY/ JOINT SECRETARY / DEPUTY SECRETARY (CIRCULATING OFFICER)
ASSISTANT SECRETARY

ORGANOGRAM:

Secretariat (State Level)

Special Chief Secretary
Ex-Officio Special Chief Secretary
Special Secretary


i) Commissioner & Director of Agriculture
ii) Commissioner of Sericulture
iii) Commissioner of Horticulture
iv) Commissioner for Cooperation & Registrar of Cooperative Societies
v) Commissioner & Director of Agricultural Marketing
H.O.Ds.,

Chapter 5

Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

Sl.No.	Function / Service	
I	The norms for discharge of functions of each Department are also defined in both Secretariat Office Manual and Business Rules.	
II.	The usual office hours are from 10.00. AM to 5.30 PM.	
III.	The Service delivery time frame for the services rendered by the Department are given below :-	
	Norms/ Standard of performance set	**Time Frame**
1.	Routine matters	3 DAYS
2.	Other than routine matters	10 DAYS (Ex: Policy decision files)
3.	Reference / Letters from Other Departments	3 DAYS (Ex. U.O. Note and Files)
4.	Other than Routine matters	7 DAYS (Ex. Policy Decision files)

Chapter-6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1) (b) (v)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
	The rules, regulations, instructions, manuals and records		
	Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.		
1.	A.P. Cooperative Societies Manual including all Acts.		
2.	A.P. Cooperative Societies Rules, 1964.		
3.	A.P. Cooperative Societies Act, 1964.		
4.	A.P. Mutual Aided Coop Societies Act, 1995.		
5.	A.P. Agricultural Markets Act, 1966.		
6.	A.P. (Agricultural Produce and Livestock) Markets Manual.		
7.	The Fertilizer Control Order.		
8.	The Insecticide Act and Rules.		
9.	The Seed Act and Rules.		
10.	A.P. State Oil Palm Act.		
11.	A.P. State Sericulture Rules.		
12.	A.P. Bio Fertilizers Act.		
13.	A.P. C.M.F Service Rules.		
14.	A.P. Agricultural Service Rules.		
15.	Fundamental Rules.		
16.	A.P. Last Grade Service Rules, 1992.		
17.	A.P. State & Subordinate Service Rules, 1997.		
18.	A.P. Secretariat Subordinate Service Rules, 1997.		
19.	A.P.C.S. (CCA) Rules, 1991.		
20.	A.P.C.S. (Conduct) Rules, 1964.		
21.	A.P. Leave Rules, 1933.		
22.	A.P. Revised Pension Rules, 1980.		

Chapter 7

Categories of Documents held by the Public Authority under its Control

[Section 4(1)(b) vi]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (MS)		Routine documents are available in this department and permanent / old documents (Old records) are available with General Administration (CRB) Deptt., for retention. The retention and destruction of records shall be regulated as per Secretariat Office Mannual. G.O.Ms. and Rts are available in www.aponline.gov.in in respect of subjects of Agriculture & Cooperation Department.
2.	Government Order (RT)		
3.	Memo		
4.	Letter		
5.	U.O. Note		
6.	Office Order (MS)		
7.	Office Order (RT)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from the rank of Assistant Secretary to Government and above. The Department's staff are not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public representation is not relevant to Secretariat departments in General and Agriculture & Cooperation Department in particular.			

Chapter 9

Boards, Councils, Committees and other Bodies Constituted as part of Public Authority

[Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	**Composition**	**Powers & Functions**	**Whether its Meetings open to Public/Minutes of its meetings accessible for Public**
The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Agriculture & Cooperation Department, since the business carried out in Secretariat does not directly deal for public. The policies will be decided and are placed before legislature and after that they take form into Acts. The Heads of Departments under the administrative control of different Departments in Secretariat give directions for the Subordinate Offices for implementation, overseeing and monitoring of works related to public as per the Acts and Rules. The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it does not directly deal with the public.			

Chapter 10
Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
Agriculture & Cooperation Department A.P. Secretariat, Velagapudi.	1.	Dr. (Smt.) Poonam Malakondaiah, I.A.S.	Special Chief Secretary to Government	4th Building Ground floor	9848091928	2444461	-	-	188
	2.	Sri T.Vijay Kumar, I.A.S.(Retd.)	Ex-Officio Special Chief Secretary to Govt. (Natural Farming.)	2nd Building Ground floor	9100945233	2955455	-	-	101
	3.	Sri Y.Madhusudhana Reddy, I.F.S.	Special Secretary to Govt. (Agricultural Marketing & Co-Operation)	4th Building Ground floor	8008888733	2444458	-	-	133
	4.	Smt.D.Sujatha	Deputy Secretary to Government	--do--	8978276533	2444924	-	-	109
	5.	Sri A.Siva Nagi Reddy	Deputy Secretary to Government	--do--	7032709402	2444930	-	-	112

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	6.	Sri K.V.Satya Sai Baba	Deputy Secretary to Government (FAC)	--do--	7032709424	2444932	-	-	114
	7.	Smt. V.N.Indira	Asst. Secretary to Govt.	--do--	7932709412	2444933	-	-	115
	8.	Smt. K.Lakshmi Bai	Asst. Secretary to Govt.	--do--	9515115179	2444931	-	-	113
	9.	Sri N.V.K.Sastry	Section Officer	--do--	7032709420	2444972	-	-	-
	10.	Smt.N.Swathi	Section Officer	--do--	8985882068	2444968	-	-	-
	11.	Sri P.V.N.V. Satyanarayana	Section Officer	--do--	7032709417	2444949	-	-	-
	12.	Sri N.S. Pavan Kumar	Section Officer	--do--	7032709406	2444953	-	-	-
	13.	Smt. K. Suvarna Kumari	Section Officer	--do--	7032709403	2444946	-	-	-
	14.	Sri Ch. Venkata Rao	Section Officer	--do--	9441255801	2444942	-	-	-
	15.	Sri B. Krishna	Section Officer	--do--	7032709410	2444938	-	-	-
	16.	Smt. B. Hemalatha Devi	Section Officer	--do--	7032709408	2444980	-	-	-
	17.	Smt. S. Veera Lakshmi	Section Officer	--do--	7032709423	2444976	-	-	-
	18.	Sri D. Nageswara Rao	Section Officer	--do--	8500111380	2444934	-	-	-
	19.	Smt. N.Vijaya Lakshmi	Section Officer	--do--	7032709405	2444989	-	-	-
	20.	Sri S. Narasinga Rao	Section Officer	--do--	7032709418	2444985	-	-	-
	21.	Sri M. Mirian Dutt	Section Officer	--do--	7032709414	2444992	-	-	-
	22.	Sri M.Anjaneya Reddy	Section Officer	--do--	7032709406	-	-	-	-
	23.	Sri P. Ravindranath	Section Officer	--do--	9966723850	2444884	-	-	-
	24.	Smt. R.Aruna	Assistant Section Officer	--do--	-	-	-	-	-
	25.	Sri A.Hari Krishna	Assistant Section Officer	--do--	-	-	-	-	-

Name of office/ administrative Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Residence No.	Extn.No.	Room No.
	26.	Smt. G.Likhitha	Assistant Section Officer	--do--	-	-	-	-	-
	27.	Sri N. Venkata Ramaiah	Assistant Section Officer	--do--	-	-	-	-	-
	28.	Smt. N.Bhagya Lakshmi	Assistant Section Officer	--do--	-	-	-	-	-
	29.	Sri P.Surya Teja	Assistant Section Officer	--do--	-	-	-	-	-
	30.	Kum. P. Premeendravathi	Assistant Section Officer	--do--	-	-	-	-	-
	31.	Sri K.Pavan Kumar	Assistant Section Officer	--do--	-	-	-	-	-
	32.	Sri K.Raveendra Babu	Assistant Section Officer	--do--	-	-	-	-	-
	33.	Sri K.Charles	Assistant Section Officer	--do--	-	-	-	-	-
	34.	Sri A.Syam Sundaram	Assistant Section Officer	--do--	-	-	-	-	-
	35.	Kum. A. Geetha Prasanna Devi	Assistant Section Officer	--do--	-	-	-	-	-
	36.	Smt.B.Hari Priya	Assistant Section Officer	--do--	-	-	-	-	-
	37.	Smt.G.Hymavathi	Assistant Section Officer	--do--	-	-	-	-	-
	38.	Sri P.Sunil Kumar	Assistant Section Officer	--do--	-	-	-	-	-
	39.	Smt. Ch.Sudha	Assistant Section Officer	--do--	-	-	-	-	-
	40.	Smt.K.Kalyani	Assistant Section Officer	--do--	-	-	-	-	-
	41.	Sri MD.Buran	DR&T Asst	--do--	-	-	-	-	-
	42.	Sri B.Raj Kumar	DR&T Asst		-	-	-	-	-
	43.	Sri G.Dhanraj	Roneo Operator	--do--	-	-	-	-	-
	44.	Sri R.Kistaiah	Jamedar	--do--	-	-	-	-	-
	45.	Sri Nazeer Ahmed	Jamedar	--do--	-	-	-	-	-
	46.	Sri MD.Abdul Aziz	Office Subordinate	--do--	-	-	-	-	-
	47.	Smt. M.Naga Lakshmi	Office Subordinate	--do--	-	-	-	-	-

Chapter 11

Monthly Remuneration received by Officers and Employees

[Section 4 (1) (b) (x)]

Sl. No.	Name of the Officer Smt./Sri	Designation	Pay in (Rs.)
1.	Dr. (Smt.) Poonam Malakondaiah, I.A.S.	Special Chief Secretary to Government (Agri.)	3,17,250/-
2.	Sri T. Vijay Kumar, I.A.S. (Retd.)	Ex-officio Spl. Chief Secretary to Govt., (Natural Farming)	2,04,750/-
3.	Sri Y.Madhusudhana Reddy, I.F.S.	Special Secretary to Government	3,16,404/-
4.	Smt. D.Sujatha	Deputy Secretary to Government	1,42,238/-
5.	Sri A. Siva Nagi Reddy	Deputy Secretary to Government (NF)	1,36,396/-
6.	Sri K.V. Satya Sai Baba	Deputy Secretary to Government (FAC)	1,30,981/-
7.	Smt. K. Lakshmi Bai	Assistant Secretary to Government (AM)	1,07,570/-
8.	Smt. V.N. Indira	Assistant Secretary to Government (OP, H&S)	1,28,041/-
9.	Sri N.V.K.Sastry	Section Officer	1,10,811/-
10.	Smt. N. Swathi	Section Officer	72,752/-
11.	Sri P.Ravindranath	Section Officer	79,018/-
12.	Sri P.V.N.V. Satyanarayana	Section Officer	1,19,641/-
13.	Sri.N.S.Pavan Kumar	Section Officer	74,683/-
14.	Smt.K.Suvarna Kumari	Section Officer	81,098/-
15.	Sri.Ch.Venkata Rao	Section Officer	1,25,772/-
16.	Sri B.Krishna	Section Officer	1,13,734/-
17.	Smt.B.Hemalatha Devi	Section Officer	1,02,603/-
18.	Smt.S.Veera Lakshmi	Section Officer	94,977/-
19.	Sri D.Nageswara Rao	Section Officer	1,05,339/-
20.	Smt.N.Vijaya Lakshmi	Section Officer	1,36,796/-
21.	Sri S.Narasinga Rao	Section Officer	1,05,339/-
22.	Sri.M.Mirian Dutt	Section Officer	1,05,489/-
23.	Sri M.Anjaneya Reddy	Section Officer	78,288/-
24.	Sri K.Raveendra Babu	Assistant Section Officer	78,285/-
25.	Smt. R.Aruna	Assistant Section Officer	70,522/-
26.	Sri P. Sunil Kumar	Assistant Section Officer	70,522/-
27.	Smt.CH.Sudha	Assistant Section Officer	87,613/-
28.	Smt.N.Bhagya Lakshmi	Assistant Section Officer	91,678/-
29.	Smt.K.Kalyani	Assistant Section Officer	50,482/-
30.	Smt. G.Likhitha	Assistant Section Officer	50,482/-
31.	Sri A.Syam Sundaram	Assistant Section Officer	50,482/-
32.	Kum. A. Geetha Prasanna Devi	Assistant Section Officer	50,482/-
33.	Kum. P. Premendravathi	Assistant Section Officer	50,482/-
34.	Smt. B.Hari Priya	Assistant Section Officer	50,482/-
35.	Sri K.Pavan Kumar	Assistant Section Officer	47,836/-
36.	Sri A.Hari Krishna	Assistant Section Officer	47,836/-
37.	Sri P.Surya Teja	Assistant Section Officer	47,836/-
38.	Sri K.Charles	Assistant Section Officer	47,836/-
39.	Sri N.Venkata Ramaiah	Assistant Section Officer	81,520/-
40.	Smt.G.Hymavathi	Assistant Section Officer	47,836/-
41.	Sri MD.Buran	DR&T Asst	58,005/-
42.	Sri B.Raj Kumar	DR&T Asst	40,383/-
43.	Sri G.Dhanraj	Roneo Operator	61,303/-

Sl. No.	Name of the Officer Smt./Sri	Designation	Pay in (Rs.)
44.	Sri R.Kistaiah	Jamedar	87,313/-
45.	Sri Nazeer Ahmed	Jamedar	58,005/-
46.	Sri MD.Abdul Aziz	Office Subordinate	24,695/-
47.	Smt. M.Naga Lakshmi	Office Subordinate	23,952/-

Chapter 12

Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b) (xi)]

CHAPTER-13

Section 4 (1) (b) (xii)

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CHAPTER-14

Section 4 (1) (b) (xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

This information is available in the Budget Book for the financial year 2020-21 on the website:

http://www.apfinance.gov.in/budget.html

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CHAPTER-15

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a Library or Reading Room, if maintained for public use.

Whichever information available with the Government in electronic format has been hosted on the website of (http://www.aponline.gov.in). This information can be downloaded by the citizens from this website at free of cost.

In addition to the above, visitors with any problems are welcome from 3 PM to 5 PM each day to meet any of the Designated Officers i.e., Assistant Secretary and above category officers of Agriculture & Co-Operation Department in A.P. Secretariat, Velagapudi, Guntur District.

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Chapter 16
Particulars of Facilities available to Citizens for Obtaining Information
[Section 4(1)(b) XV]

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	--	--
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	--	--
Office Library	There is no separate Library facilities for Secretariat departments including Agriculture and Cooperation Department. There is Central Library in Secretariat. The Law and Planning departments have separate Libraries which maintain the Acts and Rules of all the Departments and are commonly used by other Departments.	
Websites	**www.ap.gov.in**	**Details of all Departments including HODs and a briefing on works they carry out along with officials and their phone numbers.**
Other Facilities (name)		

Chapter 17
Various subjects of the Departments allotted to the sections of the Departments as below:
[Section 4 (1) (b) (xvii]

Sl. No.	Name of the Section	A.S.O	Subject Allotted
1	Office Procedure - I	A.S.O-I	Establishment and Service matters of all Gazetted Officers, All matters relating to Office Procedure, O&M, Computers, Establishment and Service matters of all Non-Gazetted Officers, Maintenance of Attendance Registers and maintenance of leave accounts.
		A.S.O-II	Establishment of Service matters of Class-IV, Record Assistants, Roneo Operators, Sweepers, Chowkidars, Drivers etc, Stationery, Furniture, Stores Accommodation, Vehicles, Typewriters, Telephones (Providing of new phones, Bills, Shifting etc., Budget in respect of Agri. & Coop. Deptt. in Secretariat.
2	Office Procedure - II	A.S.O-I	All kinds of bills in respect of Officers/Staff working in Agri. & Coop. Deptt. in the Secretariat and Number Statements, All kinds of bills in respect of the Ministers and their peshi staff related to in Agri. & Coop. Deptt. in the Secretariat, All bills budget related matters and preparation of budget estimates of Agriculture and Cooperation Department, Budget in respect of Agri. & Coop. Deptt. in Secretariat, Tappals and Donations.
3	Agriculture -I	A.S.O-I	A.P. State Agro Industries Development Corporation, A.P. State Seed Development Corporation Department, A.P State Seed Certification Authority, A.P. Oil Federation, Farm Mechanisation Scheme, Rythu Sadhikara Samstha, LAQs/Assurances on the above subjects, AP State Agricultural Mission.
		A.S.O-II	All service matters of Gazetted, i.e., 1st level Agricultural Officers to 5th level Additional Director of Agriculture, Fixation of Seniority, Medical Reimbursement, Declaration of Probation etc.
4	Agriculture - II	A.S.O-I	All matters pertaining to Seeds, Crop Insurance Schemes i.e., Pradhan Mantri Fasal Bima Yojana (PMFBY) & Restructured Weather Based Crop Insurance Scheme (RWBCIS), Rashtriya Krishi Vikas Yojana (RKVY), Paramparagat Krishi Vikas Yojana (PKVY), Mega Seed Park, Climate Resilient Zero Budget Natural Farming (CRZBNF), State Government Schemes i.e., Rythu Bharosa, LCQs pertaining to the subject matter.
		A.S.O-II	Farmers Suicides, Loan Waiver, Input Subsidy, Natural Calamities, LAQs pertaining to the subject matter.
5	Agriculture - III	A.S.O-I	Acharya N.G.Ranga Agricultural University matters.
		ASO-2	Issue and Renewal of Licences of Fertilizers & Pesticides, Central Assisted State Development Schemes – BRO & Administrative Sanctions. I) Pradhan Mantri Krishi Sinchayee Yojana (PMKSY) – Per Drop More Crop. II) National Food Security Mission (NFSM) – Rice, Pulses, Coarse Cereals, Commercial Crops, Nutri Cereals, National Oil seed and Oil Palm Mission. III) National Mission for Sustainable Agriculture (Soil Health Cards/Soil Health Management/Rainfed Area Development (RAD). IV) National Mission on Agriculture Extension & Technology - Agricultural Technology Management Agency (ATMA).

Sl. No.	Name of the Section	A.S.O	Subject Allotted
			V) State Agricultural Management and Extension Training Institute (SAMETI). VI) National e-Governance Plan – Agriculture (NeGP-A), Presentation of Agriculture & allied sectors Budget in APLA/APLC, Integrated Nutrient Management (INM) – Supply of Zinc Sulphate, Gypsum, Boron, PM-KISAN, PM-Maan-Dhan Yojana, Tobacco related matters.
6	Agriculture - IV	A.S.O-I	Service matters of Non-Gazetted employees of Agriculture Department, Ariculture Subordinate Service Rules, Deputation of NGO's in Agriculture Department on Foreign Service, Regularization of Services of contingent employees. Review of promotions under State Re-organization Act, Court Cases (A.P. Administrative Tribunal/ S.C/H.C), relating to Service matters of Non Gazetted employees, transfers of employees under S.P.F. and Local Cadres, LAQs, Assurances, Framing of Adhoc Rules relating to NGO's of Agriculture Department, Compassionate Appointments, Recruitment of Agricultural Offices.
		A.S.O-II	Appeals relating to Service matters of NGOs of Agriculture Department, sanction of Special Grade Scale SPP-I/SPP-II to the Staff of Agri. Dept, Agricultural Extension Officers, Sub-Assistants, Messengers, Field Assistant & Ministerial Staff of Agriculture Department, Medcal Reimbursement claims relating to NGOs of Agri. Deptt.,Write of cases (Relating to loss caused to Agriculture Department, Fixation of pay on par with juniors, Maintenance of Govt. Vehicles, Condemnation, According permission for conducting Public Auction, Write off of book value of the vehicle, Pension cases of Retired Employees of Agriculture Department, recovery of amount dues to the Agriculture Department from the other Departments for leasing Agriculture land to other Departments organization and recruitment of Agricultural Officers.
7	Agriculture -V	A.S.O-I	All matters relating to A.P.Community Managed Natural Farming/ZBNF and related matters, Grants, Grants from Philanthropies and CSR (Corporate Social Responsibility) within the country and also other countries and international agencies, NABARD, NCDC, other financial institutions pertaining to Natural Farming/ZBNF.
		A.S.O-II	All matters relating to Budget and Schemes of Govt. of India and State Govt. relating to Natural Farming/ZBNF.
8	Cooperation - I	A.S.O-I	All matters relating to Budget, ICDP, and general matters of the Section, All matters pertaining to Consumer Stores (Super Bazars), service matters of AP Markfed & AP Oil fed. *** Miscellaneous matters of Co-Operation not allotted to any other Co-Operative Sections.**
		A.S.O.-II	All Service Matters pertaining to Gazetted Employees under control of RCS and general matters of the Section, All Service Matters pertaining to Non-Gazetted Employees including Class IV Employees under control of RCS.
9	Cooperation - II	A.S.O.-I	All matters pertaining to Urban Coop. Banks, and DCMS *** All matters pertaining to all PACS, & LSCS (Large size Coop. Societies) and general matters of the Section and RESCOs**
		A.S.O.-II	All service matters pertaining to APCOB, DCCB & General matters of the Section, All non-service matters relating to APCOB, DCCBs & NABARD, Refinance, All matters relating to Audit, C&AG Reports & PAC., of Cooperation.

Sl. No.	Name of the Section	A.S.O	Subject Allotted
10	Cooperation - III	A.S.O.	All matters relating to Acts and rules, All matters pertaining to Coop. Tribunals/Courts & APCU, Labour Federation, Joint Coop. farming Societies, Weaker Section Societies & RIC (Rural Irrigation Corporation) and general matters of the Section. *** Cooperative Housing Societies and relevant matters like LAQs/LCQs etc. thereon i) A.P. Housing Federation All matters pertaining to Coop. Credit Societies.**
11	Marketing - I	A.S.O-I	Constitution, Bifurcation, Extension and Person-in-charge of Agricultural Market committees in all District of A.P. Allegations against Chairmen of AMCs pertaining to the all districts. Sanction/hiring of vehicles to the Chairmen of AMCs pertaining to the all districts. Matters relating to A.P. State Warehousing Corporation. Notification & Denotification of all Agriculture commodities.
		A.S.O-II	All matters relating to C.M.F. establishment, C.M.F. loans and Budget. Food for work programme. Service matters relating to Tobbaco. A.P. (AP&LS) Market Acts and Rules, their amendments including Denotification. All matters relating to A.M.C. including Link Road and Rythu Bandu Pathakam Establishment of Market yards and other allied subjects. All matters relating to Neeru-meeru, Janma Bhoomi. Farmers training in Market yards and their sanctions and Farmers training course and their sanctions.
12	Marketing – II	A.S.O-I	All service matters of all Gazetted Officers of Marketing Department (both AMC Service & Govt. Service.) Public Accounts Committee and C&AG's reports Etc., in respect of Marketing Department. Committees on SCs, STs & BCs, Estimates Committee and Committees on petition in respect of service matters. Performance Budget of the Marketing Department. All service matters of all Non-Gazetted Officers of Marketing Department (both AMC Service & Govt. Service. Framing of Rules in respect of Govt. & AMC Service. Amendment to Service Rules of Govt. service & AMC Service. All matters relating to pulses board and millet boards.
		A.S.O-II	All matters relating to procurement of Agrl. Produce including Cotton, MSP & MIS. All matters relating to Rythu Bazars and allied matters, Marketing Fess/Cess/Commission Agents and Multi State Agricultural Competitiveness Project. (MSACP), Terminal Markets, Construction of Godowns i.e., godowns in Market yards, godowns under Government of India Scheme, Rural godowns and Cold storages, Construction of Godowns for storage of food grains.
13	Vigilance - I	A.S.O.-I	All disciplinary cases of Agriculture wing against the officials of Agri i.e. ACB, V& E and General Cases. Retirement Notification of Agriculture wing officials in respect of Gazetted .
		A.S.O.-II	A disciplinary cases of Horti & Seri Wing of Cott & Cos. All disciplinary cases of Institutions under the control Agri. Wing i.e., APSSDC, SSCA, ANGRU, H.U, Oil Seed.
14	Vigilance - II	A.S.O.I	All disciplinary cases in respect of officials of AMC under the control of Marketing Department, Andhra Pradesh State Ware Housing.
		A.S.O.-II	All disciplinary cases Pertaining Cooperation Department, all Institutions of under the control of Cooperation Wing.

15	Horticulture & Sericulture	A.S.O.I	All service matters of Gazetted and Non- Gazetted in respect of Commissioner of Horticulture, Horticulture University, Budget, Assurances, PACs matters, C&AG matters in respect of Horticulture Department, All schemes related to Horticulture Department, Micro Irrigation, . Kuppam Project.
		A.S.O.II	All service matters of Gazetted and Non- Gazetted in respect of Commissioner of Sericulture, Budget, Assurances, PACs matters, C&AG matters in respect of Sericulture Department, Contingent Staff, All schemes related to Sericulture Department, A.P. Sericulture Development.

POONAM MALAKONDAIAH
SPECIAL CHIEF SECRETARY TO GOVERNMENT